



Telehealth Assessment Checklist

To be completed by Telehealth Coordinator or nurse assessor. Please initial when complete.

Participant SDS ID #: _____

Participant Scheduling

_____ Contact the participant's care coordinator/case manager or PCA provider to discuss potential Telehealth reassessment;

_____ Email care coordinator/case manager or PCA provider "Pre-Telehealth Assessment Packet" or the SDS web link to the packet:

- *Consent for Telehealth Assessment*
- *Telehealth Assessment Checklist*
- *Recipient Medications/Supplements*

_____ Contact clinic staff to schedule the telehealth reassessment:

Scheduled reassessment date: _____

_____ Schedule SDS resources required for a tele-assessment

- nurse assessor;
- videoconferencing equipment.

_____ ***At least one week prior to scheduled reassessment date*** contact participant's care coordinator/case manager or PCA provider to:

- confirm date and time for reassessment;
- verify personnel in remote site who will initiate videoconference;
- coordinate an escort or other assistance needed for recipient to access telehealth reassessment;

_____ Contact Tribal Health Clinic IT for assistance with arranging the telehealth encounter and videoconferencing bridge

Assessment

The Health Aide at the remote site will initiate the telehealth connection with SDS; when connection is made:

Have following documents necessary ready for the evaluation

_____ *Consent for Telehealth Assessment*

_____ *Telehealth Checklist*

_____ *Recipient Medications/Supplements*

_____ Verify participant ID; Form of ID and # _____

_____ Verify participant telephone and email address

Telephone: _____ Email: _____

_____ Explain the telehealth reassessment process including:

- expectations during the telehealth reassessment;
- assurance that all health information discussed will be kept confidential;
- assurance that the participant, family members or representatives may ask questions at any time;
- assurance that the tele-reassessment may be stopped at any time the participant or any family member becomes uncomfortable with the process.